

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

YOUTH SPECIALIST SUPERVISOR

JOB DESCRIPTION

The employee in this job oversees the operation and directs the work force in a residential or day treatment center either in cooperation with, or in the absence of, management staff.

There is one classification in this job.

Position Code Title – Youth Specialist Supervisor-1

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The employee serves as a first-line supervisor coordinating and directing the work of youth specialists and facility support staff. The work is performed under general supervision and requires knowledge of the policies, procedures, and regulations concerning youth care, and knowledge of supervisory techniques and personnel policies and procedures. The employee works within general methods and guidelines, and exercises considerable independent judgment to adapt and apply guidelines to specific situations.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Coordinates youth specialist and facility support staff activities by ensuring proper coverage, scheduling work assignments, setting priorities, and directing the work of youth specialists in an assigned work area.

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Directs, coordinates and participates in the intake and release of residents, off-grounds trips, and use of center vehicles.

Directs and coordinates staff activities regarding the care and treatment of residents.

Provides direction and assistance in supervising residents in crisis intervention, emergency and conflict situation, which may include physical management and/or de-escalation of residents.

Acts as the center's administrative representative in communications with community, parents, and service providers.

Receives, maintains, and distributes inventory, including cleaning and medical supplies.

Provides, maintains, and monitors center generated records and reports such as unusual incident reports, JJOLT computer data, intake records, etc.

Reviews and interprets goals and objectives of the work area in order to resolve problems, make recommendations for changes in instructions and/or guidelines, and assure the adequacy of work products.

Directs youth specialists in planning and developing living unit or day treatment programs, maintaining proper living standards and therapeutic interventions, and creating an emotionally and physically safe, positive and productive environment.

Directs the management of residence halls in cooperation with other managerial staff including room assignments, general maintenance, safety, and discipline.

Consults and collaborates with the special service staff of the facility, field staff and other service providers such as social services, psychology, health resources, and education staff on problems of individual residents.

Assumes and maintains the responsibility for the safe operation of the physical plant; i.e., repairs, supplies, and sanitation.

Assumes the responsibility for maintenance, control, and reporting of facility expenditures, including receipting and distributing youth's money.

Participates in development and implementation of the overall treatment model/program and individual treatment plans.

Maintains the responsibility for assuring necessary medical and dental care for youth.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Some knowledge of training and supervisory techniques.

Some knowledge of employee policies and procedures.

Considerable knowledge of behavior patterns of youth.

Considerable knowledge of methods for modifying behavior.

Considerable knowledge of group dynamics and sensitivity to individual members of the group.

Considerable knowledge of labor relations and applicable bargaining unit contracts.

Considerable knowledge of departmental and facility standard operating procedures.

Ability to instruct, direct, and evaluate employees.

Ability to be a positive role model for staff and youth.

Ability to lead and participate in recreation.

Ability to make analyses and judgments concerning the participants in the group.

Ability to recognize emotional and behavior problems.

Ability to evaluate and react appropriately to crisis situations.

Ability to relate to youth and gain their respect and confidence.

Ability to evaluate and manage emergencies.

Ability to operate a motor vehicle.

Ability to work independently.

Ability to maintain records and prepare reports.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Working Conditions

Employees are subject to the physical and emotional behavior of the youths.

An employee may be assigned to work on any day of the week on any shift.

Employees are required to participate in in-service training courses and to satisfactorily complete the course work.

Some jobs require an employee to work in a hostile environment.

Some jobs require an employee to work in adversarial situations.

Physical Requirements

The job duties require an employee to be absent of any physical limitation, which would impair effective performance.

Education

Completion of two years of college (60 semester or 90 term credit hours) with a minimum of 15 semester or 23 term credit hours in social welfare, social work, sociology, psychology, family ecology, family and child development counseling and guidance, or criminal justice.

Experience

Four years of experience equivalent in responsibility to a youth specialist in state service, including either two years of experience equivalent to a Youth Specialist E9 or one year of experience equivalent to a Youth Specialist 10.

Special Requirements, Licenses, and Certifications

Some positions within this class series are assigned job duties that may require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

Any individual with a felony conviction, or who has a pending felony charge is ineligible for consideration for employment.

An applicant who has been convicted of any misdemeanor shall not be eligible for employment until two years subsequent to the completion of any sentence imposed, including probation.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

YOUSPLSPV

Job Code Description

Youth Specialist Supervisor

Position Title

Youth Specialist Supervisor-1

Position Code

YOUSSPV1

Pay Schedule

NERE-136

ECP Group 3
Revised 6/25/2001
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